



MITT ROMNEY
GOVERNOR

KERRY HEALEY
LT. GOVERNOR

EDWARD A. FLYNN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety
Department of Fire Services
P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

Senior Program Assistant

Job Information:

Title:	Senior Program Assistant
Position Type:	Contractor Job Posting
Full-time/Part-Time:	Part-time*
Salary Range:	\$17.00 per hour
Shift:	Day
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central
Application Deadline:	November 30, 2004

*This position will begin as a sixteen hours per week position and may increase over time, as needed, to twenty-fours per week. Position is funded for a maximum of 18 months.

Duties:

Provides day-to-day assistance to the Department of Public Health (DPH) Liaison to the Department of Fire Services (DFS) Course Coordinator in scheduling and facilitating meetings and training programs, tracking meeting agenda items and compiling preparation materials, and coordinating with other offices on course planning and implementation issues. Typical assignments include: maintaining the Course Coordinator daily schedule; arrange and coordinate travel plans and prepare travel and supporting documents; compiling, developing and implementing data base program, tracking and analyzing data; drafting and finalizing correspondence for Course Coordinator's signature; assists in the preparation of briefing materials, typing memorandums, letters, editing, correspondence, and handling incoming and outgoing mail; serves as a knowledgeable source of information on matters concerning DPH/DFS programs and administrative clerical procedures; coordinates all matters; providing advanced computer assistance, maintaining files and records; assisting with the coordination of DPH/DFS programs policies and systems; and coordinating completion of special projects and initiatives. The incumbent will assist in the development of procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems for the DPH/DFS programs. Tracks and monitors course instructors' time sheets.

Supervises the work of the Department of Public Health Program Assistant by meeting regularly to review instructor contracts, and ensuring that the Program Assistant is communicating necessary class information, contacts, facility

arrangements, and scheduling details. Oversees the Program Assistant's processing of "autopay" forms, instructor packets, and receives and works to solve concerns, complaints or communication issues from instructors that may arise. Monitors the Program Assistant's ordering of supplies necessary to the program, and reviews Program Assistant's evaluation statistics for accuracy.

DPH Senior Program Assistant schedules and coordinates invitations, meetings and travel for the Course Coordinator and course instructors. Receives incoming telephone calls for the Course Coordinator, determining the identity of the caller and nature of the call. Prepares briefing and course materials for the Course Coordinator for programs, meetings, and conferences. Conducts outreach that involves interfacing with health care facility course contact person and other staff related to the DPH/DFS programs.

Qualifications:

Preferred Qualifications:

1. Analytical ability and experience with the use of data to identify problems, develop alternatives and solutions, and measure the success of implemented solutions on improved performance.
2. Superior verbal and written communications skills, with demonstrated ability to accurately and effectively present information and prepare reports.
3. Superior organizational skills with demonstrated ability to manage and prioritize multiple assignments and short fused deadlines.
4. Highly skilled and experienced in using Microsoft Office automation applications software, specifically, Word, Outlook, Power Point, Excel, and Access.
5. Demonstrated knowledge of administrative procedures such as correspondence, personnel and office management, finance, acquisition of material, space and equipment.
6. Demonstrated knowledge or proper handling, storage, and transmittal of course material.
7. Demonstrated ability to organize and coordinate work within limited schedule constraints and handle emergent requirements in a timely manner.
8. Demonstrated ability to monitor several projects concurrently.
9. Demonstrated ability to effectively communicate orally and in writing (to include drafting and preparation of various memorandums, letter, email, briefings, and other official correspondence).
10. Demonstrated skill and knowledge in using a variety of MS Office applications (word processing, data base management, spreadsheets, graphics, and communications) and other applications.
11. Demonstrated ability to investigate and analyze information to include drawing conclusions and recommending solutions.
12. Ability to supervise subordinate's work.

How to Apply:

Submit Cover Letter, a Resume and an application no later than November 30, 2004 to:

Human Resources

Department of Fire Services

P.O. Box 1025, State Road, Stow, MA 01775

Telephone: (978) 567-3146, Fax: (978) 567-3144

E-mail: Marilyn.Nieves@state.ma.us

Agency web address: <http://www.mass.gov/dfs/>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112